DATA REPORTING

Volunteer Stream Monitoring Internet Database

The Hoosier Riverwatch Volunteer Stream Monitoring Internet Database went online in the fall of 2001. Hoosier Riverwatch is extremely interested in your results & we strongly encourage you to share your data by entering it online at www.HoosierRiverwatch.com. This database is yours, giving you a location to store and retrieve your data. Entry in this database also makes your data accessible to the general public, other volunteers, agencies, and anyone else interested in Indiana's water quality!

To enter your stream data, you first need to register yourself, your group, and your stream site through the database. Instructions for the database registration screens are provided on the next few pages. **Only data collected by volunteers who have attended one or more Riverwatch training workshops may be entered in the statewide online database.** You will need to know the database password to register and to submit data. Write it here:

_____ _____ _____ _____ _____ _____ _____ _____ _____

The database can be reached through:

www.HoosierRiverwatch.com

The database is also linked to the Hoosier Riverwatch website homepage:

www.riverwatch.in.gov

Due to the limited number of Hoosier Riverwatch program staff, volunteers are strongly encouraged to enter their data through this system. If you don't have a computer or Internet access at home, most libraries have public Internet access. Another option is to partner with a school or another organization (e.g. Soil and Water Conservation District) who might have a computer with Internet access. If an individual has exhausted every possible option for access to a computer and internet connection, the Riverwatch office may be able to register the individual and his/her site(s) into the system; however, these exceptions will only be made on a case-by-case basis.

Although hard copies of data sheets are still be accepted at the Hoosier Riverwatch program office, we offer no guarantee that the data will be entered into the statewide database. We currently have no personnel time to devote to data entry.

KEEP HARD COPIES OF YOUR DATASHEETS !

Make sure to keep your field data sheets! You may need them several months later
if you or we question a result when checking the online database.
The problem may have been a simple data entry error.

Volunteer Stream Monitor Registration

The registration form on the bottom of this page is not actually a "form;" it represents the registration screen found on the Volunteer Stream Monitoring Internet Database. The registration procedures only need to be completed once. (If there are changes or updates, please contact the Riverwatch office.) Each volunteer participating in Hoosier Riverwatch must have a Volunteer ID number, which is assigned by the Internet Database when you register for the first time. Volunteers must register themselves and their stream site(s) on-line before data will be accepted into the database.

1. **Certified Monitor's Name:** The name of the volunteer who has attended a Hoosier Riverwatch training session and was present during data collection.

2. **Volunteer ID:** Identification number assigned to the volunteer by the Riverwatch Internet Database when you register online. Each individual should have only one Volunteer ID number. Go ahead and write your Vol ID# on the form below - then you'll know where to find it when you enter your data!

3. **Organization Name:** The name of the organization, agency, corporation, school, class, troop, or group performing the volunteer monitoring activities. PLEASE do not abbreviate the name.

4. **Contact Information (Address, City, State, Zip, Phone, Fax, E-mail):** You will receive the quarterly Riverwatch newsletter at the address listed. Please also provide your phone, fax, and e-mail (if applicable), so that we may contact you with timely information if necessary.

5. **Training Workshops Attended:** Only Hoosier Riverwatch certified trained monitors may enter data in the statewide Internet database. Exceptions may be made for attendance at other training workshops (e.g., Water Watchers of Indiana, Kingfisher Project, Wood-Land-Lakes RC&D).

6. **Indiana Volunteer Stream Monitoring Directory:** Check this box if you would like your contact information to be included in the directory.

VOLUNTEER STREAM MONITOR REGISTRATION

Certified Monitor's Name _____ Volunteer ID_____
(Assigned by Database - you should only use one Volunteer ID #.)

Organization Name _____

Address _____

City _____ State _____ Zip _____

Phone ( ) _____ Fax ( ) _____ E-mail _____

TRAINING WORKSHOPS ATTENDED

Year _____ Level _____ Location _____ Instructor _____

Year _____ Level _____ Location _____ Instructor _____

Year _____ Level _____ Location _____ Instructor _____

Organization Registration

You can search the Riverwatch Internet Database to determine if your organization has already registered (check the drop down list). **Each organization need only register once.** Organization registration helps track overall participation by groups, especially equipment recipients who are required to monitor at least four times per year. In addition, you can search the online database by your organization. If multiple volunteers in your organization are monitoring, you can easily retrieve and download all the data collected by your group.

1. Organization Name and Contact Information: Same as above.

2. Homepage URL: We can link your group's homepage to the Riverwatch website.

3. Equipment: If applicable, list the year your group received Riverwatch equipment. Also list the type of chemical testing kit you received (years kits were provided are shown below):

- Basic Water Monitoring Package (CHEMetrics & WW test strips)   2004 - present
- GREEN Standard Water Monitoring Kit (cardboard box)   2000 - 2003
- HACH Stream Survey Kit (Cat. # 27120-00)   1998 - 2003
- HACH Surface Waters Kit (Cat. # 25980-00)   1996 - 1997

ORGANIZATION REGISTRATION

Organization Name _____

Name of Primary Contact(s)_____

Address _____

City _____   State _____   Zip _____

Phone ( )_____   Fax ( )_____   Homepage URL _____

Year Equipment Received _____   Type of Kit Recieved _____
          (if applicable)   (if applicable)

IMPORTANT DATABASE TIPS - DO NOT RESUBMIT DATA!

- Never re-submit registration information or misentered data to the database - it will not correct the first entry nor fix the problem. In fact, you will have 2 entries in the database, and we will not know which one is correct. If you need registration information updated, please contact the Riverwatch office & we will be more than happy to take care of it for you! (*Really!* It's no problem at all!)
- Only enter a dataset once. If you are not sure your data was accepted, **SEARCH** the database before you enter it again. From the Homepage choose "Search Database," go to "Advanced Search," and choose your organization or enter your site number. All of your data will be shown and you can see if your new dataset is present. It may take a few minutes for the database to be updated so give it time. This is also a good way to double-check your data! If there is an error, contact us and we will correct it.

Stream Site Registration

1. **Stream/River Name:** The official name of the stream being monitored. The official name can be found on a U.S. Geological Survey topographic map. In the case of unnamed streams, indicate the next named stream into which the unnamed stream drains (e.g. tributary to Pigeon Creek).

2. **Site ID:** Unique identification number <u>assigned by the Internet Database</u> for (each of) your sampling site(s). <u>Each sampling site should have a separate ID</u>, thus you may have multiple site ID numbers.

3. **Nearest City/Town:** The nearest community to your sampling site.

4. **County and State:** The county and state in which your sampling site is located. Some of the watersheds in Indiana also stretch into the surrounding states; however, the database will only accept data collected on stream sites in Indiana.

5. **Description of Location:** Brief explanation of your site location in relation to nearby roads, bridges, dams, other landmarks or other waterways.

6. **Watershed Name and Number:** The name and 8-Digit Hydrologic Unit Code (HUC) of the watershed where your sampling site is located. See Figure 4, Page 9, for a map of Indiana watersheds.

7. **Latitude and Longitude:** Please provide geographic data in degrees, minutes, and seconds.

8. **Source of Latitude and Longitude Data:**

GPS: One of the most accurate methods for determining site location is a Global Positioning System (GPS) receiver. This device picks up signals from satellites orbiting the Earth and instantly displays the latitude and longitude (and altitude, if desired) of your location. To work properly, a GPS receiver must be able to "see" the sky to locate the satellites. A cliff or a dense forest can interfere with your ability to get a good reading. Hand-held models are available at some outdoor stores, and prices are getting lower as the technology improves. Each Riverwatch Volunteer Instructor has access to a GPS and may be able to assist you in determining your latitude and longitude.

Internet Site: Many sites on the Internet allow you to pinpoint your latitude and longitude using computer generated maps. A few of these internet sites are listed below.

- TopoZone - **http://www.topozone.com**
- Map Tech - **http://mapserver.maptech.com**
- U.S. Census Bureau - **http://www.census.gov/cgi-bin/gazetteer**
- Microsoft TerraServer - **http://www.terraserver.com**

Topographic Map: You can approximate your site location using a topographic map. You can obtain a topo map from your county USDA Natural Resources Conservation Service office.

Weather

Before you enter data into the website, <u>you are required</u> to enter the weather conditions during the time of sampling, and 48 hours prior to sampling. Please submit the worst weather conditions during this time period as rainfall events often significantly impact flows and water quality conditions.

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Once you have registered your stream site(s) through the Internet Database, you can use this page to track your stream site identification numbers. Write your Site ID # on each datasheet while monitoring to ensure that you enter data for the right site when submitting your data online! If you plan to have more than 3 sites, make a copy of this page - or we can send you additional copies at your request.

1ST STREAM SITE REGISTRATION

Stream/River Name _____ Site ID_____
(Assigned by Database)

Nearest City/Town _____ County _____ State _____

Description of Location_____

Watershed Name _____ Watershed #_____

Latitude (North) _____ Longitude (West)_____
(Degrees - Minutes - Seconds) *(Degrees - Minutes - Seconds)*

Source of Latitude / Longitude Data_____

2ND STREAM SITE REGISTRATION

Stream/River Name _____ Site ID_____
(Assigned by Database)

Nearest City/Town _____ County _____ State _____

Description of Location_____

Watershed Name _____ Watershed #_____

Latitude (North) _____ Longitude (West)_____
(Degrees - Minutes - Seconds) *(Degrees - Minutes - Seconds)*

Source of Latitude / Longitude Data_____

3RD STREAM SITE REGISTRATION

Stream/River Name _____ Site ID_____
(Assigned by Database)

Nearest City/Town _____ County _____ State _____

Description of Location_____

Watershed Name _____ Watershed #_____

Latitude (North) _____ Longitude (West)_____
(Degrees - Minutes - Seconds) *(Degrees - Minutes - Seconds)*

Source of Latitude / Longitude Data_____

Internet Database Record-keeping Form

Online Database Password: ___ ___ ___ ___ ___ ___ ___ ___ ___

Volunteer Identification Number: ___ ___ ___ ___

Site Identification Number: ___ ___ ___ ___

(If you have more than one site, copy this recordkeeping form. Use a separate form for each site.)

YEAR:

Date of Sampling	Date(s) of Data Entry	Data Entry Completed	Completed by (Initials)
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		☐	
		☐	
		☐	
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